



**Talladega College
Graduate Catalog
2018-2020**

Talladega College Graduate Catalog

The catalog of the college is the document of authority for all students. Any academic unit may issue additional or more specific information that is consistent with approved policy. The information in the catalog supersedes that issued by any other unit if there is a conflict between the two.

The catalog of the college comprises four sections: *General Information*, Admission Requirements, Registration, and Course Descriptions. Course descriptions in college catalogs are correct at the time of publication.

General Information

About Talladega College:

Talladega College is located in a historic district of the city of Talladega, Alabama. The campus is on a plateau about 700 feet above sea level in the heart of a fertile valley in the foothills of the Blue Ridge Mountains. The campus is a quiet place - away from the distractions and fast pace of urban living.

Talladega's main campus includes 41 buildings on 50 acres, surrounded by the city and gently rolling woodlands. The beautiful oak-lined campus boasts several historic landmarks: Swayne Hall (1852), the original school house, has been used for classrooms; the President's House (1881); DeForest Chapel (1903), that houses the famous 17 stained-glass windows by David C. Driskell; and Savery Library (1939), home of the Amistad Murals by famed artist Hale Woodruff.

The college has an aggressive tradition of bringing the world to Talladega. This comes in many forms, including workshops, forums and lectures, and a variety of outstanding artists, scientists, and political, business, and civic leaders. Talladega's neighboring cities also offer many other cultural and entertainment outlets, as well as shopping, restaurants, and theaters. The college is just 25 miles south of the city of Anniston, Alabama, 50 miles east of Birmingham, Alabama, 85 miles north of Montgomery, Alabama, and 100 miles west of Atlanta, Georgia.

Mission Statement

Talladega College is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

Vision Statement

Talladega College aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

CORE VALUES:

STUDENTS FIRST: The main stakeholders are students.

ACCOUNTABILITY: Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress.

INTEGRITY: Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.

DIVERSITY: Expose students to diversity inherent in the world in which we live.

EXCELLENCE: To teach high-quality educational programs and perform innovatively

research, thus being preeminent in all that we do.

ACCREDITATION

Talladega College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate, baccalaureate, and masters degrees.

Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Talladega College.

- The Social Work program is accredited by the [Council on Social Work Education](#).
- The Teacher Education Program is accredited by [Alabama State Department of Education](#).

Contact the Council on Social Work Education (CSWE) at:

1701 Duke Street, Suite 200
Alexandria, VA 22314-3457
Phone: (703)683-8080
Fax: (703)683-8099

The address for Alabama State Department is:
50 N Ripley Street
Montgomery, Alabama 36104
Phone:(334)242-9700

Statement on Equal Educational Opportunity

Talladega College is committed to an educational and working environment that provides equal opportunity to all members of the College community. By federal and state law, the College prohibits unlawful discrimination, including harassment, by race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status.

Discrimination by sexual orientation, gender identity, and gender expression is also prohibited under College policy.

The Learning Environment

At Talladega College, we pride ourselves in ensuring that students are central to learning. We also recognize that interactions between a professor and student are a critical factor in the student's success. As such, students are encouraged to ask questions and share their ideas. Respect of others and their ideas are valued at Talladega College.

Faculty

The criteria for faculty selection at Talladega College include academic credentials, professional competence in the area of instruction, proven ability as a teacher, a passion for teaching and learning, and a true commitment to the educational aspirations of a diversified student body.

Talladega College faculty possess academic expertise and years of professional experience. The majority of our faculty are currently holding the terminal degree in their field of study. Semester student evaluations of course and instructors, college observations, and tools used to measure faculty performance all assist Talladega College in maintaining a world class faculty. Graduate faculty hold a terminal degree in their discipline. Also, prior to hire graduate faculty must demonstrate exceptional scholarly or creative activity or professional experience appropriate for instruction at the graduate level. The graduate courses which they teach must be in the field of their respective expertise.

Faculty Accessibility

All Talladega College faculty members make themselves available to answer questions from their students regarding the assigned material, assist with academic counseling, and conduct tutoring and other similar activities. Office hours for faculty are scheduled by each faculty member and are posted in the Jenzabar course shell. Online tutoring is also available through assigned graduate faculty to cover all graduate students in the program.

Students taking classes online may contact their instructor by e-mail, telephone, and also request a live chat session or teleconference with the instructor. Online faculty are required to respond to all student requests within 24/48 hours of receipt.

Program Evaluation and Development

Talladega College offers academic programs consistent with its mission and core values: effective traditional and adult learning and rigorous academic standards; a supportive learning environment that enables traditional and adult learners to achieve their professional and personal goals; superior customer service; and educational access to all desiring and qualified adults.

The college regularly reviews all degree granting programs and uses assessment tools designed to improve student learning. Students and curriculum study committees play an important role in shaping the curriculum by participating in surveys and focus groups and by providing individual feedback.

Assessment

Student Learning Outcomes assessment at Talladega College (TC) is an integral part of learning. It focuses on what students learn in their course of study. The learning outcomes that students are expected to master while at TC, as well as their level of performance, are defined in the course materials. Students are assessed through examinations, surveys, nationally-normed assessment instruments, and program specific performance assessments.

Class Size

Class size varies based on the objectives of the course being taught and the teaching demands of the subject matter on the faculty. In general, Talladega College aims to keep the student-to-instructor ratio low, with no more than 20 students per instructor in its online courses.

Semester System

Talladega College operates on a semester system, providing courses for students on a year-round basis. There are four semesters of classes offered during the year: Fall, Spring I, Spring II, and Summer. Each semester is approximately eleven (11) weeks long. The Master's Degree (MSCIS) requires: 30 Credit Hours total.

Talladega College Address:

Talladega College
627 West Battle Street Talladega, AL 35160
256-761-6200
<http://www.talladega.edu>

Mode of Delivery: Online

Talladega College offers a flexible, affordable, and 100% online graduate program in a Master of Science in Computer Information Systems (MSCIS) designed to be completed in as few as 18 months. The MSCIS program is 30 semester credit hours in length with a 21-semester credit hour core and four tracks (each nine semester credit hours) from which the student must choose one option. The following four tracks are available:

- Cybersecurity Concentration
- Health Informatics Concentration
- Thesis Option
- Non-Concentration Option

Students enrolled at Talladega College in the graduate academic program are enrolled in online courses. Students must have reliable access to a computer and the Internet. The synchronous and asynchronous methodology is used in online courses by using the chat room, online meeting applications such as Zoom and GoToMeeting. Asynchronous courses use a delivery platform that allows independent online study, where students can access course content and interact with the professor at different times.

All synchronous and asynchronous classes are conducted online. During the scheduled class periods offered synchronously, each class member accesses the college's learning management system and is online in a conversational mode with the instructor and other class members. In this mode, the students are presented lectures, case studies, discussion questions, and problems; they interact with the instructor and other class members.

Asynchronous classes are conducted by and developed in coordination with the Talladega College faculty. During the course, faculty assess students, respond to inquiries, and interact with the students to support their learning efforts. Student assessment typically includes discussions, videos, written exams, quizzes, projects, presentations, research papers, and case studies. Live chat sessions serve as open discussion sessions, during which students are coached, topic questions are elaborated upon, and feedback is given on assessment events. Video and other multimedia are encouraged to provide additional forums for faculty and students to share insights.

Students can contact their instructor outside the scheduled online sessions by e-mail, telephone, or by scheduling personal meetings. A constant academic dialogue is maintained as students submit their assignments throughout the semester and receive feedback from the instructor.

Students taking classes online must meet the same admission and financial aid requirements, and must observe the same policies and procedures. Students taking online classes have the same access to student services and activities as those students taking classes in the traditional classroom environment at Talladega College.

Career Resources

Talladega College is committed to helping students reach their academic and career goals. There are a wide range of services and resources at Talladega College that assist students with preparing for their professional careers. These services are available to students as soon as they are enrolled in the college. The Career Pathways Office is available to assist students with career readiness. The following services are available and students may contact the Director of Career Pathways, Ms. Sherissa Gaitor, for additional information below.

- **Optimal Resume Career & Talent Suite:** A career management system that contains an online job board as well as custom career software for building resumes, cover letters, and portfolios. An added feature is an interactive interviewing module allowing students to conduct and/or record mock interviews.
- **CareerSpots:** A career library with over 600 videos that provide relevant career advice and information from leading experts in the field.
- **Candid Career:** This unique portal provides information interviews of professionals in all types of jobs and industries.
- **Resume Reviews:** Students may have the opportunity to review different resumes

Sherissa Gaitor,
Director of Career Pathways
careerpathway@talladega.edu
[256-761-8843](tel:256-761-8843)

TITLE IX

Reporting of any TITLE IX violation is encouraged at all levels in the Talladega College community. Anyone who has knowledge of an offense or who has been personally affected by an offense defined in our Title IX Gender-Based and Sexual Misconduct Policy can, and is highly encouraged to, report this.

COMPLAINTS AND REPORTS OF OR CONCERNING DISCRIMINATION AND/OR HARASSMENT

Students who believe that they have been subjected to discrimination or harassment in violation of the Talladega College policy should follow the procedure outlined in this herein to report these concern. Students who wish to report a concern or complaint relating to discrimination, harassment or sexual misconduct may do so by reporting the concern to the Talladega College

Title IX Coordinator:

Susan Henderson

203 Seymour Hall

lshenderson@talladega.edu

(256) 761-8683

A written complaint may begin by completing INCIDENT REPORTING FORM available at [http://talladega.brinkster.net/joomla25/Title_IX\(2\).pdf](http://talladega.brinkster.net/joomla25/Title_IX(2).pdf) which will be forwarded to the Title IX Coordinator.

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)

400 Maryland Avenue, SW

Washington, DC 20202-1100

Customer Service Hotline

800.421.3481 Fax

202.453.6012 TDD

OCR@ed.gov

Office for Civil Rights

Region IV 61 Forsyth Street

S.W. Suite 1910

Atlanta, GA

(404) 974-9406 Fax

(404) 974-9471

OCR.ATLANTA@ed.gov

POLICIES AND PROCEDURES

Admission

General Admission Information:

Talladega College seeks students who have a desire for education in the fields of business, accounting, criminal justice, healthcare administration, human resource management, management, information systems and information technology. Talladega College is committed to a policy of equal opportunity in the recruitment and admission of students, and access to student financial assistance, other student services, and activities. Talladega College does not discriminate by age, sex, gender identity, race, color, religion, disability, sexual orientation, marital status, veteran status, national origin or any other basis as specified by federal, state, or local laws and regulations.

Prospective students are encouraged to visit the college to speak with an Admission's Officer. Admissions personnel are available at the campus and online.

The procedures and criteria for admission given in this section are effective as of the date of publication.

In compliance with the Federal Student Right-to-Know Act, information about **graduation rates** and **crime statistics** is available from the Office of Admissions and Office of Institutional Effectiveness and Research.

Questions about graduate admission may be addressed to the Office of Admissions by telephone or by e-mail.

By Mail:

Office of Admissions
Talladega College
627 Battle Street West Talladega, AL 35160
Phone: (866) 540-3956
or (256) 761-6235
Email: admissions@talladega.edu

Admission Policy for Graduate Students

Talladega College is committed to educating individuals with a strong desire to succeed and the willingness to persevere in an academic environment. Talladega College graduates are expected to demonstrate program learning outcomes that are aligned with the college's mission, core values, and the Talladega College strategic goals, and the program mission statement. The programs offered provide learners academic opportunities to enhance their lives and their places of work.

Talladega College offers a flexible, affordable 100% online master's program in Computer Information Systems. The MSCIS program is 30 semester credit hours in length with a 21-

semester credit hour core and four tracks (each nine semester credit hours) from which the student must choose one option. The following four tracks are available:

- Cybersecurity Concentration
- Health Informatics Concentration
- Thesis Option
- Non-Concentration Option

The program is designed to be completed in less than 18 months if students elect to take a maximum of nine credit hours each semester. However, the student has the option to complete the program in 18 months by taking six credit hours each semester for a total of five semesters.

Talladega College offers admission to applicants who demonstrate the highest potential for a successful graduate study to support the college mission statement by producing leaders of the global community through academic excellence. The program evaluates applicants by their prior performance and professional promise as evidenced by academic records, letters of reference, and other pertinent data.

Applying for Admission

Graduate Admission Requirement:

Talladega College receives admission applications throughout the year and classes begin in the fall, spring, and summer semester in each year. Careful consideration is given to each applicant's qualifications in the following areas: academic potential, readiness, personal motivation, and goals. It is the college's goal to facilitate an effective and applicant-friendly admissions process. Academic advisors are available to assist prospective students in this process. An applicant for a graduate degree program who has submitted an application and supporting materials is put in a pending applicant status. The respective office reviews the applicant's materials. A decision is made to accept or deny admission to the graduate program.

- Talladega College accepts an applicant, and the applicant submits an Enrollment Agreement, the applicant's status is changed to admit. The academic policy date for admitted students is based on the date when the college processes the Enrollment Agreement.
- If an applicant is denied admissions to the graduate program at Talladega College, the applicant's status is changed to admission denied.
- Baccalaureate Degree: Applicants must have completed a Bachelor of Science or a Bachelor of Arts degree from a regionally accredited institution with a major in computer science, computer information systems or business. Applicants must have at least 2.50 GPA on a 4.0 scale or a 2.5 GPA on a 4.0 scale for the last 60 semester credit or 90 quarter credit hours (approximately two years of work) for the baccalaureate degree. An earned master's degree or higher from a regionally accredited institution supersedes the minimum standards for the baccalaureate.
- For applicants with graduate coursework, but who have not earned a master's degree or higher, the GPA from the graduate work may be used to meet the admission requirement. The minimum GPA is a cumulative 3.0 on a 4.0 scale for all graduate coursework undertaken.
- Standardized Test Scores: GMAT and GRE are not required.

Undeclared Program Admission

A student who wishes to take selected courses for personal and professional improvement may apply as a non-degree seeking student with an undeclared major at the graduate level. Every effort will be made to accommodate such students subject to prerequisites and enrollment limitations. An academic administrator will determine, based on a personal interview with the student, whether students who wish to take courses at the master's level have the potential to meet the course learning outcomes.

Undeclared program students need to meet with the Financial Aid Director for federal financial aid programs. Credit earned by an undeclared program student may be applied toward a degree program.

Full Acceptance

An applicant who meets all requirements for admission to the degree program is granted full acceptance status.

Readmission-Graduate

A student whose study is interrupted for three or more consecutive semesters must apply for readmission. Students may be subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission. Students should seek academic advising before registration.

Admission Application Deadlines for the USA and International Applicants

- Spring I: Jan 7 - March 25, 2019
- Spring II: April 8 - June 24, 2019
- Summer: July 8 - Sept 23, 2019
- Fall: Oct 7 - Dec 23, 2019

International Admission:

Talladega College will consider graduate applicants who have earned three-year baccalaureate degrees from 15-year education systems. The school from which the applicant has earned the degree must be a formally recognized or regionally accredited institution of their higher learning commission recognized by their State. All students are expected to read, write, and speak English fluently. International applicants must comply with all requirements set forth for domestic applicants and supplement their application with additional requirements.

International applicants should submit official transcripts printed in the official language of instruction of their institution. All hard copies of transcripts must be mailed to the Registrar's Office unless the institution only offers electronic transcripts. The institution offers the option to send transcripts electronically using a secure server, please send to admission@talladega.edu. If the official language of instruction is not English, officially translated copies should also be submitted by a qualified educational translation service.

Talladega College accepts transfer credit from international institutions that are deemed equivalent to coursework in the United States. Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. The Registrar's Office must receive an evaluation of official transcripts by a credential evaluation organization which is a member of the National Association of Credential Evaluation Services (**NACES; see www.naces.org**) attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of **B or higher was earned** (3.0 on a 4.0 scale).

The courses from international institutions are assigned a transfer credit grade and are accepted toward completion of the student's program. Transfer credits from international institutions are not counted as hours attempted. Therefore, transfer credits are not included in the calculation of the grade-point average for the purpose of determining a student's satisfactory academic progress.

Students may transfer a maximum of 9 **credit hours** toward a master's degree as long as the graduate coursework and credit hours were earned within a **five-year period** preceding the request for transfer hours from a regionally accredited institution.

A student may **only transfer a total of 9 credit hours regardless to the method of transfer credit being applied to the degree** (e.g. graduate level transfer credit, experiential credits, and certificate credit) and must complete a minimum of 21 credit hours at Talladega College to earn the MSCIS degree from Talladega College.

Dual Master's Degree: An applicant already holding a master's degree may apply for a second master's degree.

Application Fee:

A \$75 non-refundable application fee is required. Pay online or by phone with a credit card or via mail by check or money order.

Graduate Program Application Process Checklist:

- Complete and submit online application
- Submit the non-refundable application fee: \$75.00
- Request one official transcript to be emailed to admission@talladega.edu or mailed by the issuing institution to the Registrar's Office at Talladega College from each post-secondary institution attended.
- Registrar's Office, Talladega College 627 West Battle Street, Talladega, AL 35160
- Complete and submit two letters of recommendation
- Complete and submit a personal statement
- Complete and submit a resume

Awarding of Transfer Credit

A student may **only transfer a total of 9 credit hours regardless to the method of transfer credit being applied to the degree (e.g. graduate level transfer credit, experiential credits, international, and certificate credit)** and must complete a minimum of 21 credit hours at Talladega College to earn the MSCIS degree from Talladega College.

Transfer students seeking evaluation of previous graduate level credit must provide evidence the courses are comparable in content to those offered in the program of study at Talladega College and come from an institution that is recognized by an agency recognized by the U.S. Department of Education or regional credible institution.

Talladega College accepts transfer credit from international institutions that are deemed equivalent to coursework in the United States. All international education documents are submitted to an approved third party evaluation provider that is a NACES member and must meet the same criteria as listed above. The college can only accept up to 9 transfer credit awards toward the award of a master's degree.

Students may transfer up to 9 credit hours toward a master's degree in domestic or international as long as the graduate coursework and credit hours were earned within a five-year period preceding the request for transfer hours from a regionally accredited institution. **Courses less than the 500 level of graduate work in not transferable.**

All transfer credit must carry a minimum grade of "B" or better and may not have been applied toward another degree program. Students must request transfer credit before enrolled in the program and transfer credit hours must be submitted on the Transfer of Credit Request form and be approved by the Talladega College Registrar's Office.

Credit through work experience through job responsibilities in the IT field.

A student must have at least three years of professional experience in leadership, management, or problem-solving role. Admission on this basis requires approval from the Division Dean after reviewing a resume, a written statement explaining an applicant's professional experience, and acknowledgment of maintaining the college's minimum GPA requirements. The transfer credit through job responsibilities or experience should be evaluated by the Talladega College accepted

the credit toward college credit evaluated by the American Council on Education (ACE) [Guide to the Evaluation of Educational Experiences in the Armed Services](#).

Credit through Professional Certification

Academic credit may be given for adequately documented and validated industry- recognized credentials earned within three to five years of the time of admission to the program. These credits must be reviewed/ approved by the Vice President for Academic Affairs, Division Deans, Program, Chair, and the Admission Review Committee. Once received, course credits based on credentials will be posted to the official academic transcript.

Students can be considered for academic credit through their certification completion from the industries. Students must present documentation in the form of a letter, transcript, or certificate to the Registrar's Office showing that they passed and were awarded the certification.

All transfer credit must carry a **minimum grade of "B"** and may not have been applied toward another degree program. Students must request transfer credit before enrollment in the program and transfer credit hours must be submitted on the **Transfer of Credit Request form**.

Credit through work experience through job responsibilities in the IT field. Non-traditional Transfer Credits

Credits earned through the military are considered non-traditional credits because they are not earned through a standard college classroom setting. Talladega College accepts the credit toward college credit evaluated by the American Council on Education (ACE) [Guide to the Evaluation of Educational Experiences in the Armed Services](#).

Transfer Credit hours Type	Description	External Approval Authority	Reviewed by :	Remarks
Work experience	At least three years of professional experience in leadership, management, or problem-solving role	ACE	Admissions Committee, Provost, Dean and Program Chair	<p>Transcripts for Military Personnel: ACE provides quality assurance and policy guidance for the Joint Services Transcript (JST) used by the Army, Marine Corps, Navy, and Coast Guard. Talladega College recognizes these transcripts as official documentation of military training and experiences and applicable ACE credit recommendations.</p> <p>Army Joint Services Transcript Marine Corps Joint Services Transcript</p>

				Navy Joint Services Transcript Community College of the Air Force (CCAF) Transcript Coast Guard Joint Services Transcript American Council on Education (ACE) CREDIT Transcript
Credit by Military Services	Talladega College accepts college credit by military services determine by ACE	ACE	Admissions Committee, Provost, Dean and Program Chair	
Credit for Professional Courses	Talladega College accepts college credit by professional courses determine by ACE	ACE		
Credit for Industry Certifications	Talladega College accepts Industry certificates and determines eligibility for college credit	Details are listed below		

Credit Awarded from Industry Certifications:

Students can be considered for academic credit through their industry certification completion. The industry certification should be completed within three to five years of the time of admission to the program. The evaluation of the industry certification will be verified to ensure the certification is current or has not expired or has not being retired as per industry standards.

The following industry certifications will be considered for the following courses:

Industry Certifications	MSCIS Courses	Course Title
CompTIA Certifications or ISACS & (ISC)²		
Certified Information Systems Security Professional(CISSP) (ISC) ² or CCFP - Certified Cyber Forensics Professional	540 or 550	Network Security, The Science of Cybersecurity and Management
Microsoft Certifications		
MCSA/MCSE 70-461 Querying MS SQL Server	520	Database Design and Implementation
CISCO Certification		
CCENT, CCNP, ICND1 100, 101 and ICND1 200	530	Data Communication and Networking / Advanced Network Security
EC-Council Certification & ISACS		
ISACA	510	IT Risk Management
Project Management Institute (PMI) Certification		
Project Management Institute (PMI) Certification	500 or 510	Information Technology and Project Management/ Information Technology Risk Management

Readmission-Graduate

A student whose study is interrupted for three or more consecutive semesters must apply for readmission. Students may be subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission. Students should seek academic advising before registration.

Registration

The prospective students in the MSCIS program will register online or on campus for each semester and summer session. Complete information about the registration process will be provided via the college official website.

Registration for New Graduate Students

Applicants are notified by e-mail of their admission or denial. Admitted applicants should notify their graduate advisors as soon as possible whether they plan to accept admission. Either by a virtual interview or written correspondence, the admitted applicant should then learn the specific requirements of his or her graduate program.

Late Registration

After the registration period, late registration is permitted only under exceptional circumstances, upon the recommendation of the department chair and with the consent of the division dean and the registrar.

Talladega College
Master of Computer Information Systems
2018-2019 Academic Calendar

Fall Semester (2018)

Fall Semester Begins	Tuesday, October 2
Add/Drop Period	Tuesday, October 2 – Monday, October 15
Last Day to Drop without Academic Penalty	Friday, November 16
Thanksgiving Recess (College Closed)	Wednesday, November 21 – Sunday, November 25
Fall Semester Ends	Monday, December 17

Spring-I Semester

Spring Semester Quarter Begins	Monday, January 7
Add/Drop Period	Thursday, January 3 - Monday, January 14
Martin Luther King, Jr. Birthday (College Closed)	Monday, January 21
Last Day to Drop without Academic Penalty	Friday, February 15
Spring Semester Ends	Monday, March 25

Spring-II Semester

Spring- II Semester Begins	Monday, April 8
Add/Drop Period	Monday, April 2 - Monday, April 15
Good Friday (College Closed)	Friday, April 19
Last Day to Drop without Academic Penalty	Monday, May 20
Spring II Semester Ends	Monday, June 24

Summer Semester

Summer Semester Begins	Monday, July 8
Independence Day Holiday (College Closed)	Thursday, July 4
Add/Drop Period	Monday, July 8 – Friday, July 19
Last Day to Drop without Academic Penalty	Monday, August 19
Labor Day (College Closed)	Monday, September 2
Summer Semester Ends	Monday, September 23

Fall Semester

Fall Semester Begins	Monday, October 7
Add/Drop Period	Tuesday, October 1 – Monday, October 14
Veteran's Day (No Classes)	Monday, November 11
Last Day to Drop without Academic Penalty	Friday, November 16
Thanksgiving Recess (College Closed)	Wednesday, November 20 – Sunday, November 24
Fall Semester Ends	Monday, December 23

Note: Columbus Day, Memorial Day, Veterans Day, and President's Day are not Talladega College holidays.

Talladega College
Master of Computer Information Systems
2019-2020 Academic Calendar

Spring-I Semester

Spring Semester Quarter Begins	Monday, January 7
Add/Drop Period	Monday, January 7 - Tuesday, January 22
Martin Luther King, Jr. Birthday (College Closed)	Monday, January 21
Last Day to Drop without Academic Penalty	Monday, February 18
Spring-I Semester Ends	Monday, March 25

Spring-II Semester

Spring- II Semester Begins	Monday, April 8
Add/Drop Period	Monday, April 8 - Monday, April 22
Good Friday (College Closed)	Friday, April 19
Last Day to Drop without Academic Penalty	Monday, May 20
Spring II Semester Ends	Monday, June 24

Summer Semester

Summer Semester Begins	Monday, July 8
Independence Day Holiday (College Closed)	Thursday, July 4

Add/Drop Period	Monday, July 8 – Monday, July 22
Last Day to Drop without Academic Penalty	Monday, August 19
Labor Day (College Closed)	Monday, September 2
Summer Semester Ends	Monday, September 23

Fall Semester

Fall Semester Begins	Monday, October 7
Add/Drop Period:	Monday, October 7 – Monday, October 21
Veteran's Day (No Classes)	Monday, November 11
Last Day to Drop without Academic Penalty	Friday, November 16
Thanksgiving Recess (College Closed)	Wednesday, November 27 – Sunday, December 1
Fall Semester Ends	Monday, December 23

Note: Columbus Day, Memorial Day, Veterans Day, and President's Day are not Talladega College holidays.

Course Load

Maximum Course Load

The maximum course load for a graduate student is six semester hours per semester. A heavier course load must have the recommendation of the graduate advisor and the approval of the division dean. It is permitted only under exceptional circumstances.

Full-Time Course Load

There is no minimum course load for graduate students; however, the department of computer science recognizes six semester hours during a semester as a minimum *full-time* course load.

Graduate Degree Conferral Requirement

The Registrar's Office will review a student's degree conferral status when the student is nearing the completion of their graduate program academic requirements. This will occur when the student enrolled in their final semester. The following requirements apply:

- Degrees are conferred only after evaluation and approval by the Registrar's Office.
- Students must complete a minimum of 30 credit hours of coursework at the graduate level.
- Students must complete coursework with a minimum graduate program-specific grade point average of 3.0 or better.

Students must meet specified graduation requirements, including the course requirements within the degree program. Final responsibility for meeting graduation requirements lies with the student. Students are required to complete all requirements with a 3.0 or better. All coursework must be completed within seven years from the initial date of entry.

Add/Drop Policy and Course Withdrawal Semester Courses

Last Date of Attendance	Percentage of Tuition Charged
Before the first day of the semester	No Charge
Through the add/drop period	10%
From Tuesday of the second scheduled week of the semester through the end of the second scheduled week of the semester	25%
Through the third week	50%
Through the fourth week	75%
After the fourth week	100%

Withdrawal Processing Fee may be applicable.

- A scheduled week is considered to start on Monday and end the following Sunday midnight.
- Students receiving VA education benefits who withdraw on or before the first day of class will receive a 100% refund and refunds will be made within 40 days.

Repeating Courses- Graduate

Students enrolled in the graduate degree may have no more than two repeat grades on their academic record, appearing as "repeat excluded" on the student record. A graduate student may repeat any college-level course in which he/she receives a grade of "C" or below. A course may be repeated one time. It would require the student be counseled by the Academic Advisor or Division Dean before approval of course registration.

Students who wish to improve their grade by retaking a course for which they have already received a grade higher than "F" may use financial aid only for the first repeat of that course.

Withdrawal and Refunds (Credit)

Students who wish to withdraw from a class must review the add/drop policy, and refund schedule as mentioned above course withdrawal after the drop date will record the grade (WF) while after the course withdraw date the grade will be recorded as a withdrawal (W).

In Absentia Registration

Students must be registered for the semester in which they graduate and must apply for graduation by the deadline published in the academic calendar. A student who fails to complete all degree requirements or misses the deadline for acceptance of the thesis must register and pay tuition the following semester or summer session to receive the degree.

Adding and Dropping Courses

Before classes begin, a student who has registered may add or drop a course online as described in the academic calendar.

Online Class - Participation

Talladega College expects students who are taking online classes to actively participate throughout the week to promote a meaningful and engaging learning experience. To earn full credit for an online threaded discussion, students must make substantive contributions to the online discussion, as determined by the instructor and make a total of three (3) posts per discussion thread. There must be at minimum one (1) original post and a minimum two (2) other posts per discussion. Online students may choose and are encouraged to post on multiple days of the week, but are not required to do so to earn full credit for an online discussion.

Online Class - Attendance

A week for online courses is Monday 12:00 am CST to Sunday at 11:59 pm CST. Attendance is recorded for the day the action was completed regardless of the day a particular assignment or graded item was due. To satisfy weekly attendance requirements, online students must demonstrate active weekly attendance by completing one of the following actions as directed by the instructor: (1) submit an academic assignment; (2) submit a quiz or an exam; or (3) participate in a posted online academic discussion. Additionally, some courses use labs to supplement a portion of their material. These labs can be counted for attendance.

Logging into the online class without active participation (as described above) does not constitute official weekly attendance. Participation must be within the class-specific online learning management system, such as Jenzabar, Canvas, or Blackboard. Work completed outside of the learning management system does not count toward attendance. Additionally, items submitted before the official start date or after the official end date of the term will not count for attendance

Absences from Online Classes

Students are advised to work directly with their professors as personal emergencies arise that prevent satisfactory class attendance. A student who expects to be absent due to extended mitigating circumstances should contact his/her Department Chair, Director, Division Dean or professor. To request an extension based on mitigating circumstances, the student must provide the Division Dean and professor with the appropriate written documentation supporting the student's claim of mitigating circumstances. If the student's request for extension is granted based on the documentation provided, the Department Chair or Dean will notify the student.

If circumstances are such that, due to the extended length of the class absences or anticipated absence, the preferable course of action is class withdrawal, the student may petition the Dean or Department Chair or Registrar for withdrawal and consideration for a tuition and fee adjustment.

A student who is absent from four consecutive class meetings, excluding holidays and emergency cancellation of classes, will be withdrawn automatically from that course. A student who does not attend any of the classes for which he/she is registered in a term will be administratively withdrawn from the college.

Withdrawal from the College

Dropping an entire course load constitutes withdrawal from the college for that semester. To withdraw from the graduate program, the student must file with the division dean a withdrawal petition form that also explains refund policies.

Incomplete Grade Policy

Incomplete grades must be approved by the instructor and the instructor's supervisor before the assignment of the grade. Upon approval, a grade of incomplete (I) will be assigned. An incomplete class must be completed by submitting the assigned work as specified on the Incomplete Form to the instructor based on the timeline outlined on the Incomplete Form and

confirmed by the student's signature on the form. To assign the grade of Incomplete (I) to the student, 70% of work should be completed by the student in the designated semester. Failure to complete the assigned work before the end of the following academic semester will result in the incomplete grade automatically changing to an administrative grade “F.”

Graduate Grading Scale

The grading scale for the graduate program does not consider grades below “B” as passing. Any grade below a “C” carries zero quality points. Academic standing, which is expressed as the grade point average (GPA), is based upon the following grading system:

Grade Explanation		Quality Grading	
		Points	Scale
A	Excellent	4	90-100
B	Good	3	80-89
C	Average	2	70-79
F	Failure	0	69 or below
WF	Withdrew Failing	0	
WP	Withdrew Passing		

Status Explanation

- I Incomplete
- W Withdrew
- NS No-Show
- R Repeated Course
- IP In Process

Grade Point Average – Graduate

The grade point average is computed on a four-point basis. The cumulative grade point average includes all graduate courses taken at the College

Graduate students must attain a minimum graduate program-specific grade point average of 3.0 or higher to receive a graduate degree. Graduate students must earn a grade of "B" (3.0) or higher in all courses in the student's concentration, elective courses, and the identified thesis course in the program.

A graduate student who wishes to carry more than six credit hours in one semester must have a minimum 3.0 cumulative grade point average. He/she may not carry more than nine credit hours in one semester unless permitted by the Division Dean, Director or Provost.

Leave of Absence

Graduate students may apply for a leave of absence of no more than two semesters. Requests for a leave of absence must be approved in advance by the graduate advisor and the division dean.

A student on approved leave must apply for readmission to return to the college but readmission during the approved period is automatic, and the application fee is waived. A leave of absence does not alter the time limits for degrees or coursework.

Warning Status, Academic Dismissal, and Termination

The student can continue in the graduate program beyond the first semester or summer semester if the student must make satisfactory progress in fulfilling any admission conditions that were imposed, meet any requirements made in writing by the graduate program, or maintain a graduate grade point average of at least 3.00.

The Office of Academic Affairs will warn a graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester that his or her continuance in the graduate program is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester he/she is enrolled or be subject to dismissal.

During this period, the student may not drop a course or withdraw from the college without the approval of the graduate advisor and the division dean.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the Academic Probation Committee in the student's major area that will accept the student. The division dean must approve the petition. Warning status and academic dismissal are reflected on the student's academic record.

Grade Appeals

Students may appeal final course grades at any time within 30 days after the end of the applicable course or after the date the grade was assigned.

Time Limits: Master's Degree

All requirements for a master's degree must be completed within one seven-year period. Work over seven years old may be reinstated only with the permission of the division dean, upon the recommendation of the Academic Probation committee.

The Master's Degree

The MSCIS program is 30 semester credit hours in length with a 21-semester credit hour core and four tracks (each nine semester credit hours) from which the student must choose one. The following four tracks are available:

- Cybersecurity Concentration
- Health Informatics Concentration
- Thesis Option
- Non-Concentration Option

Program Overview

Talladega College offers a flexible, affordable 100% online master's program in Computer Information Systems. The MSCIS program is 30 semester credit hours in length with a 21-semester credit hour core and four tracks (each nine semester credit hours) from which the student must choose one option. The following four tracks are available:

- Cybersecurity Concentration
- Health Informatics Concentration
- Thesis Option
- Non-Concentration Option

The program is designed to be completed in less than 18 months if students elect to take a maximum of nine credit hours each semester. However, the student has the option to complete the program in 18 months by taking six credit hours each semester for a total of five semesters.

The Master of Science in Computer Information Systems (MSCIS) degree program uses a cutting-edge curriculum in information technology, cybersecurity, health informatics, project management, and database systems to help students meet the demands of the fast-paced and challenging field of Information Technology. Students will acquire the practical knowledge by using different simulation activities in the courses offered by TestOut, EC-Council, and uCertify.

The graduate program will also prepare students to participate in world-recognized certification related to cybersecurity, information technology and ethical hackers to advance their careers in computer information systems and keep up with the technology as it changes.

The program will require 30 semester hours of graduate-level courses aimed at preparing the student to take on leadership roles in the development and implementation of computer and information systems.

The program will include seven required core courses (21-credit hours), providing a mix of theoretical underpinning, technical skills, and information technology perspectives and two concentration tracks for nine credit hours each. The program also offers a thesis option for six credit hours with the selection of any three-credit course from elective courses. The fourth option is the non-concentration track which includes the 21-credit hour core and three self-selected electives (9 credit hours) to equal a total of 30 credit hours required for degree completion.

The graduate program has proposed three college-wide learning outcomes and assesses on their annual program outcome progress reports. These outcomes are as follows:

- Student Learning Outcome 1: Graduates apply critical thinking in academic and professional environments.
- Student Learning Outcome 2: Graduates formulate and express ideas effectively through oral, written, and technological communications in academic and professional environments.
- Student Learning Outcome 3: Graduates analyze the global community to make sound judgments in academic and professional environments.

Program Outcomes

Upon successful completion of the Talladega College Master of Science in Computer Information Systems Program, the graduate will be able to:

- continuously monitor, maintain, and enhance the protection of enterprise-wide information assets through effective industry accepted information management and risk management techniques.
- conduct risk and vulnerability assessments of existing and proposed information systems.
- utilize the best sources of information available related to IT issues, security threats, and recovery.
- demonstrate the ability to understand professional, ethical, and social responsibility, including the effect of culture, diversity, and interpersonal relations.
- demonstrate proficiency in communicating technical information in formal reports, documentation, and oral presentations to users and information technology professionals.
- achieve managerial responsibilities in computer science or information systems
- identify cybersecurity best practices within the healthcare field.
- combine technical skills in information systems with knowledge of managerial and organizational issues.

Student Learning Outcomes:

Cybersecurity

Upon successful completion of the Master of Science program with either of the above concentrations, the graduate will be able to:

- detect, analyze, and respond to cyber-attacks on networks and computer systems.
- demonstrate knowledge of digital forensics and the ability to assist with the investigation into the organization's infrastructure.
- evaluate and apply Industry Tools to respond to cyber incidents.
- conduct risk and vulnerability assessments of existing and proposed security systems.
- develop and implement organizational cybersecurity policies and procedures.
- describe defensive network architecture that uses multiple layers of protection.

Health Informatics

The Master of Science in Computer Information Systems with a concentration in Health Informatics will enable students to pursue their career goals with the critical importance of health information systems related to healthcare data and cybersecurity field.

The courses prepare students with a fundamental knowledge about healthcare information technology systems, cybersecurity for the healthcare industry, and policy and procedure to participate in developing information systems or secure healthcare data for quality patient care.

Upon successful completion of the Master of Science in Computer Information Systems Program with healthcare informatics concentration, the graduate will be able to:

- understand the American healthcare system and the effects technology and data have had on its delivery.
- understand the complex system of legal and regulatory compliance that governs the healthcare system.
- apply core concepts of database design to facilitate managing the large amounts of data produced and captured in the healthcare setting.
- understand and apply project management tools, concepts, and best practices to oversee the successful completion of complex healthcare systems projects.

Thesis Option:

Upon successful completion of the Master of Science in Computer Information Systems Program with thesis option, the graduate will be able to:

- Students will demonstrate a knowledge of sources, concepts and methodologies in their field of study
- Students should demonstrate the ability to undertake independent and original research.

- Develop, plan, implement, and defend an individual research study relevant to contemporary issues or innovation in various Computer Information Systems topics.
- Conduct research in their fields of interest.
- Complete a thesis that reflects an original approach to a specific body of knowledge
- Present research at a professional and/or academic conferences.

Non-Concentration Option:

The Master of Science in Computer Information Systems degree with non-concentration option are broad statements that describe professional accomplishments that the Department of Computer Science is preparing their graduates to achieve during their career.

Upon successful completion of the Master of Science in Computer Information Systems Program with non-concentration option, the graduate will be able to:

- An ability to demonstrate understanding of published technical literature and communicate effectively in oral and written manner.
- An ability to work effectively in teams to accomplish a common goal.
- An understanding of professional, ethical, security, and social issues and responsibilities.
- Preparedness to obtain employment, advance one’s career, or move on to more advanced graduate study in computer information systems or related fields
- An ability to continuously monitor, maintain, and enhance the protection of e-based systems through widely accepted standards, procedures and policies.
- Apply necessary principles and practices of business to complete projects and perform services to meet business objectives.
- Demonstrate project management skills in group settings.

Core Curriculum

21 semester credit hours

Course ID	Course Name	Credits
MSCIS 500	MSCIS 500: Information Technology and Project Management	3
MSCIS 510	MSCIS 510: Information Technology Risk Management	3
MSCIS 520	MSCIS 520: Database Design and Implementation	3

MSCIS 530	MSCIS 530: Data Communication and Networking	3
MSCIS 540	MSCIS 540: Network Security	3
MSCIS 550	MSCIS 550: The Science of Cybersecurity and Management	3
MSCIS 560	MSCIS 560: Ethics and Compliance Standards in Cybersecurity	3

Cybersecurity Concentration Nine (9) credit hours

Course ID	Course Name	Credits
MSCIS 600	Advanced Network Security	3
MSCIS 610	Digital Forensics and Investigation	3
MSCIS 620	Cyber Attack and Prevention Techniques	3

Health Informatics Concentration Nine (9) credit hours

Course ID	Course Name	Credits
MSCIS 630	Fundamentals of Healthcare Information Technology	3
MSCIS 640	Healthcare Informatics and Data Security	3
MSCIS 650	Healthcare Data Policy, Procedure, and Standards	3

Thesis Option: Six (6) credit hours

Course ID	Course Name	Credits
MSCIS 660	Thesis- Project	6

Thesis Option: The student must enroll in the MSCIS 660 thesis project course and one self-selected elective course for the 30 credit hour requirement for degree completion. Prior to enrolling in MSCIS 660, the student must make plan with the advisor or program chair. A student wishing to register for the Thesis course must first obtain the approval of the faculty member who will supervise the project.

Non-Concentration Option: The student must complete 21 core courses plus three self-selected 3 credit hours courses from the electives to meet the 30 credit hour requirement for degree completion.

Elective courses:

Course ID	Course Name	Credits
MSCIS 505	Capstone Project in Cybersecurity or Information Systems	3
MSCIS 515	Decision Support Systems	3
MSCIS 525	E-Commerce Application Technologies	3
MSCIS 535	Information Assurance	3
MSCIS 545	Applied Data Mining and Analytics in Business	3
MCSIS 555	Ethics and Compliance Issues in Cybersecurity	3

Curriculum Pattern

Fall	Credit Hours	Spring I	Credit Hours
Semester I: 6 Credit Hours		Semester II: 6 Credit Hours	
MSCIS 500: Information Technology and Project Management	3	MSCIS 520: Database Design and Implementation	3
MSCIS 510: Information Technology Risk Management	3	MSCIS 530: Data Communication and Networking	3
	6		6
Spring II			
Semester III 6 Credit Hours			
MSCIS 540: Network Security	3		3
MSCIS 550: The Science of Cybersecurity and Management	3		3
	6		6
Summer	Credit Hours	Fall	Credit Hours
Semester IV: 6 Credit Hours		Semester I: 6 Credit Hours	
MSCIS 560: Ethics and Compliance Standards in Cybersecurity	3	MSCIS 610: Digital Forensics and Investigation OR MSCIS 640: Healthcare Informatics and Data Security	3
MSCIS 600: Advanced Network Security OR MSCIS 630: Fundamentals of Healthcare Information Technology	3	MSCIS 620: Cyber Attack and Prevention Techniques OR MSCIS 650: Healthcare Data Policy, Procedure, and Standards	3
	6		6

Master's degree with thesis. Each master's thesis or report is developed under the guidance of a chair and academic advisor with two or more members, one of whom is designated as a supervisor. The thesis or report is subject to the approval of the committee and ultimately of the division dean. The format of the report or thesis may range from the traditional document

authored by a single student to a series of unrelated papers and/or journal articles with multiple authorship.

Note: All core courses should be taken before taking any concentration courses, selecting the thesis option, or selecting the non-concentration option.

GRADUATE COURSE DESCRIPTIONS

MSCIS 500 Information Technology and Project Management

3 credit hours

Based on Project Management Institute (PMI) Body of Knowledge (PMBOK®) with instruction and exercises, this course covers the application of the project management initiating and planning processes. Key topics include project selection and scoping, schedule development using MS Project 2016, risk identification, quality planning, team building and project communication. Students will develop a comprehensive project plan using a project of their choice.

MSCIS 505 Capstone Project in Cybersecurity or Information Systems

Introduction to computer information systems includes an introduction to hardware components and operating systems, networking, computer security, and applications software includes the evolution of the internet, its use and global and social impact. Discussion of social and ethical issues related to computers and careers and trends in Information Technology (IT). It uses application software, basic web design, and the internet for effective solutions to business problems.

MSCIS 510 Information Technology Risk Management

3 credit hours

An effective risk management process is an important component of a successful IT security program. The principal goal of an organization's risk management process should be to protect the organization and its ability to perform their mission, not just its IT assets. This course provides a foundation for the development of an effective risk management program, containing both the definitions and the practical guidance necessary for assessing and mitigating risks identified within IT systems. The ultimate goal is to help organizations to manage IT-related mission risks better. This course also supports the Project Management Institute (PMI) Body of Knowledge (PMBOK®) with instruction and exercises covering the project management knowledge areas.

MSCIS 515 Decision Support Systems

3 credit hours

This course covers the following topics: Introduction to decision support systems (DSS); DSS components; decision making and DSS; DSS software and hardware; developing DSS; DSS models; types of DSS; group DSS; executive information systems; data mining; artificial intelligence and expert systems.

MSCIS 520 Database Design and Implementation

3 credit hours

This course will introduce the underlying concepts behind data modeling and database systems using relational database management systems (RDBMS), and the structured query language (SQL). This course will also cover the distributed database and Relational Algebra concepts, along with Database Security and administrative aspect of the Database.

MSCIS 525 E-Commerce Application Technologies

3 credit hours

This course covers emerging online technologies trends and their influence on the electronic commerce marketplace. Students will learn various revenue models and how to market on the Web. The course also covers online auctions and various legal and ethical issues. Students will learn about important security issues, such as spam and phishing, their role in organized crime and terrorism, identity theft, and online payment fraud. Finally, students learn how to plan development of electronic commerce web site.

MSCIS 530 Data Communication and Networking

3 credit hours

This course is designed to provide the fundamental understanding of the concepts underlying data communications and networking. The course covers the fundamentals of networking technology. The focus of the course will include communication systems components, local area networks, network architecture, infrastructure security, inter/internetworking and the application of networking to manage distributed information systems.

MSCIS 535 Information Assurance

3 credit hours

This course provides the introduction to information assurance. It covers the basic policies and procedures and ethics, and fundamental legal issues in information technology. It also explores different defense techniques from various threats and vulnerabilities to secure infrastructure.

MSCIS 540 Network Security

3 credit hours

This course provides an introduction to security and privacy issues in various aspects of computing, including programs, operating systems, networks, databases, and Internet applications. Topics include security risks, intrusion detection, and methods of securing authentication, network access, remote access, web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.

MSCIS 545 Applied Data Mining and Analytics in Business

3 credit hours

This course provides the introduction to data mining concepts. This covers the different methodology for data mining to apply analytical in business. The topics include data mining, text mining, and analysis of data using statistical methods for prediction and forecasting of business.

MSCIS 550 The Science of Cybersecurity and Management

3 credit hours

This course provides students with knowledge and tools necessary to research cybersecurity threats, identify threats and take action to minimize, mitigate, or eliminate the threats.

Additionally, the concepts of continuous training within the organization and the company-wide impact of cybersecurity are addressed. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.

MCSIS 555 Business Continuity and Disaster Recovery

3 credit hours

This course provides the relationship between the business continuity (BC) and disaster recovery (DR). This course covers the topics including planning and analysis of BC/DR, evaluating risk and developing business impact report.

MSCIS 560 Ethics and Compliance Standards in Cybersecurity

3 credit hours

Given a society that covers its privacy and is protected by law from unreasonable search and seizure by authorities, assess the inherent difficulties encountered by government in balancing the need for public safety and security against the need to maintain. This course focuses on the cybersecurity policy, ethics and legal compliance to ensure the knowledge about how you can work with IT and other key departments across your organization to protect business from cybersecurity threats. This course also focuses on best practices for mitigating cybersecurity risk and ensuring board-level attention and action around this issue.

MSCIS 600 Advanced Network Security

3 credit hours

This course provides an introduction to security and privacy issues in various aspects of computing, including programs, operating systems, networks, databases, and Internet applications. It examines causes of security and privacy breaches and gives methods to help prevent them. Topics include Enterprise Security, Research and Analysis, Integration of

Computing, Risk Management and Incident Response, Communications and Business Disciplines, and Technical Integration of Enterprise Components.

MSCIS 610 Digital Forensics and Investigation

3 credit hours

This course will cover the need for computer forensics and the basic concepts used in a computer forensics examination; introduces techniques required for conducting a forensic analysis of systems and data. The theories directly correlate to methods used to recover/restore data for various requirements, ranging from litigation to fraud based investigations. This course also focuses on an ethical hacking methodology that can be used in any penetration testing or ethical hacking situation.

MSCIS 620 Cyber Attack and Prevention Techniques

3 credit hours

This course provides strategies and tools for protecting the organization from Cyber Attack. This course also focuses on managing and resolving cybersecurity challenges and cyber risks and their impacts by exploring the industry best practices and standards that could be used in developing cybersecurity strategy for the organization.

MSCIS 630 Fundamentals of Healthcare Information Technology

3 credit hours

This course is designed for those students seeking to gain entry into, or learn more about, the field of healthcare information systems. It covers the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework. An in-depth and comprehensive view of HIT is provided by examining healthcare regulatory requirements and the functions of a healthcare organization, including its medical business operations, IT hardware, software, networking, and security. Students with a desire to enter this growing field will also receive the foundation necessary to help prepare them for the CompTIA HIT certificate exam.

MSCIS 640 Healthcare Informatics and data security

3 credit hours

Entering the healthcare workplace as a beginning health information manager is exciting. Choosing the workplace environment is no less exciting; the possibilities are so varied. Opportunities for health information managers exist throughout the healthcare spectrum. This course identifies these settings and offers suggestions for rewarding careers. This course is primarily for students enrolled in health information management courses; it also serves as an important resource for busy managers seeking an update on trends in management. This course will challenge the student, the beginning or experienced manager, to look at the management of resources as an art that affects both your professional and personal life. As we progress, we will think back frequently to past observations of managers and their styles as this course expands

students' horizons. This course will give reality to student learning experiences. The student will be intrigued; managing healthcare is exciting, stimulating, challenging, and ever changing. This course is structured for use as a primary emphasis where managing health information is taught.

MSCIS 650 Healthcare Data policy, procedure, and Standards

3 credit hours

Fundamentals of US Health Care: Principles and Perspectives take the broad, complex topic of health care in the United States and presents it in a digestible, easy-to-read format. Focusing on some of the fundamental issues facing the healthcare system today, this text delivers simple, objective coverage of key topics including cost, access, quality, financing, workforce, and public health. By blending current, factual data, basic principles, and multiple perspectives on controversial issues, the authors provide a balanced approach to the core issues facing the healthcare industry. Case studies and vignettes throughout the text allow readers to explore how current health care problems impact real-life situations and to hone their critical thinking skills for their future professional careers.

MSCIS 660 Thesis

6 credit hours

This course covers experimental research. Research design, data collection, analysis, validity, and report writing will all be covered. A substantial part of the course requirements are writing a thesis. The format of the course will consist of lectures, discussion, writing, and writing styles.

FINANCIAL INFORMATION

BOOKS AND FEES

Where textbooks and supplies are not included as part of the Course Materials Fee, students must purchase them separately, and should allow approximately \$150 per course for textbooks and supplies.

The following nonrefundable fees are in effect for 2018:

Technology Fee	\$130*
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**Fee applied each semester, at time of registration, one time per semester. The fee will be fully refunded if: (a) student cancels enrollment before the start of the term, (b) student cancels enrollment before the end of add/drop.*

Extended Payment Administration Fee	\$25
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Withdrawal Processing Fee	\$25
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Official Talladega College Transcript Fee	\$10
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An additional fee of \$30 will be assessed to all "rush" transcript requests.

Overdue Library Fee

\$0.25 per overdue item daily and/or replacement cost of the item.

Returned Check Fee	\$20
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Declined Credit Card Fee	\$30
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Replacement Diploma Fee	\$50
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Final Academic Requirements Evaluation Fee**	\$75
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***Students will have their master's degree conferred once they have completed all academic requirements. However, an outstanding balance on the student's account will delay our ordering the diploma and also prevent the student from being able to receive a copy of their official transcript.*

Certificate/Diploma Conferral Fee	\$50
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Students will have their certificate or diploma conferred once they have completed all academic requirements. However, an outstanding balance on the student's account will delay our ordering the certificate or diploma.

Purchase of Regalia

Students participating in a commencement ceremony must purchase regalia (commencement ceremony attire) from the college's approved vendor after they have registered for commencement or selection on their own but should have the college color.

VA Education Benefits and Student Tuition and Fees

For students receiving VA education benefits, eligible charges include tuition, technology fee, and mandatory graduation fees. Application fees and all other penalty fees are not eligible for VA funding.

TUITION CHARGES

2018-2019 Graduate Tuition

Students in master's programs enrolled in Fall 2018 and after that are charged at the rate of

- \$1950 per course (\$650 per credit hours), except as noted below:

Textbooks and supplies are not included as part of the Course Materials Fee; students must purchase them separately, and should allow approximately \$150 per course for textbooks and supplies.

PAYMENT

Payment must be made within seven calendar days after registration. After seven calendar days, any registration not finalized through Student Financial Services will be dropped. If payment is not received from outside source(s) of funding, the student is personally responsible for payment of all tuition and fees. Tuition and fees may be paid by cash, personal check, money order, or major credit card. If a student's full balance is not covered by one or more standard methods of payment, that student may be allowed to pay their remaining balance in installments by executing a promissory note, the terms of which may require an initial payment towards the balance. The remainder may be repaid in two or more installments, but no more than 12 installments. A \$25 Extended Payment Fee may apply to utilize this method of payment.

A student whose tuition and a sponsoring institution pays fees must provide documentation of this benefit at the time of registration. Tuition and fees beyond those paid for by the sponsoring institution are due at registration. A student is personally responsible for all tuition and fees if the sponsor does not pay for any reason.

LAST DATE OF ATTENDANCE

A student's withdrawal date at Talladega College is determined by the student's last date of attendance (LDA). LDA is determined by using official college attendance records or, in the case where a student officially withdraws, the date on which the student submits an official notice of his or her intent to withdraw from the courses in which they are enrolled and/or the college. For students who are administratively withdrawn, the college determines the student's LDA using official college attendance records.

ADD/DROP POLICY AND COURSE WITHDRAWAL

Semester Courses

Last Date of Attendance	Percentage of Tuition Charged
Before the first day of the semester	No Charge*
Through the add/drop period	10%
From Tuesday of the second scheduled week of the semester through the end of the second scheduled week of the semester	25%
Through the third week	50%
Through the fourth week	75%
After the fourth week	100%

Withdrawal Processing Fee may be applicable.

- A scheduled week is considered to start on Monday and end the following Sunday midnight.
- Students receiving VA education benefits who withdraw on or before the first day of class will receive a 100% refund, and refunds will be made within 40 days.

REFUNDS FOR BOOKS AND MATERIALS

Textbooks and materials purchased through the college allocated Bookstore may be eligible for return. Students should refer to the Talladega College business office for full details. To receive a full refund, course material (Access code) must be returned without use or unopened condition.

WITHDRAWAL CHARGES FOR FEDERAL FINANCIAL AID RECIPIENTS

Financial aid recipients are subject to the institutional refund calculation for individual course withdrawals in the "Add/Drop Policy and Course Withdrawal" section of this catalog. It is recommended to discuss the details with the Financial Aid Office.

FINANCIAL OBLIGATION

Students who owe money to Talladega College for any reason or who have overdue library materials may not be permitted to register, to obtain official academic transcripts, or receive any other service from Talladega College. Further, any expenses incurred by Talladega College in collecting unpaid accounts, such as expenses incurred when accounts are turned over to collection agencies and may be charged to the student to the maximum extent allowed by law.

EDUCATIONAL BENEFITS PROGRAMS

To get the educational benefits programs, the student needs to contact the Financial Aid office and ask for details.

STUDENT SERVICES AND ACTIVITIES

Academic Advising & Success Coach: At Talladega College, academic advising is a communication process whether face-to-face, by mail or e-mail, on the telephone, or through computer-mediated systems by which college helps students realize they're maximum educational and career potential and become effective agents for their lifelong learning endeavors.

Career Services: Career resources and services are available online and on campus. The College's goal in supplying these resources is to support the professional development of our students. Online resources will be available through the College Career Center website on the My Talladega portal and include an online job board, on demand career advice videos, an interactive mock interviewing tool, job search recommendations, support information, and software to build resumes, cover letters, and portfolios.

Computer Services: Talladega College will provide a variety of computer services to students. The college has a computer lab under each division and also at the library. All labs are equipped with broadband internet and an array of software for students to use. The software includes, but is not limited to, the Microsoft Office Suite, Peachtree accounting software, Microsoft Expression and Microsoft Visual Studio. The computer labs also have connections to the Savery library to access online databases for use in research and related projects. The databases provide access to thousands of peer-reviewed journals, daily newspapers, financial and statistical data.

International Student Advising: Students should meet with an academic administrator or their Division Dean early in their academic program to plan their course schedule.

Tutorial Services:

Tutoring is available through Student Success Center in subject areas such as English, mathematics, accounting, and computer. All students have access to these tutoring services at no cost. Online tutoring will also be available through their academic faculty by running one- hour tutoring sessions during their office hours.

Veteran's Advising:

Talladega College keeps abreast of current requirements and regulations by maintaining a liaison with the Department of Veterans Affairs. College administrators also periodically attend appropriate seminars. The Admissions Office provides initial information about educational programs for veterans and initial assistance to veterans. After that, Student Financial Office handles questions and paperwork concerning re-certification and continued eligibility. Student Financial Aid Services is available to answer any questions veterans may have.

STUDENT SUCCESS CENTER /LIBRARY

The Student Success Center supports the academic programs with both traditional and electronic instructional resources and services. Talladega College also offers tutoring through the Student Success Center in different subject areas such as English, mathematics, accounting, and computer networking and programming.

Savery Library has an extensive collection of learning materials, both print and online, that can support the new master's program. The physical collection includes reference books for use at the library and a general collection that can be checked out. Doing keyword searches for terms like "computer information systems," "cyber security," "information system," and "computers" yield thousands of results each. There is a level of cross referencing within the results because the keywords are similar and the subjects overlap, but the results do show a large collection of relevant books.

The library makes use of the Alabama Virtual Library, JStor, Gale, and EBSCOHost. Through these online databases; students have access to 42 journals and their full text; peer reviewed articles. Savery Library recently updated to a new information management system, OCLC, which gives users access to materials from other libraries in the OCLC system. It includes the libraries' digital collections, online databases, and print material made available through Interlibrary Loan.

Campus computer labs support classes in some programs. The labs have high-speed Internet connections and provide an environment to learn about networking fundamentals; programming languages such as Java and C++; application packages such as Microsoft Word, Excel, Access, and PowerPoint; and operating systems such as UNIX and Windows.

COLLEGE/STUDENT REGULATIONS**JUDICIARY SYSTEMS/STUDENT CODE OF CONDUCT INTRODUCTION**

Talladega College aspires to transmit knowledge, nurture and develop its students, and promote the quality of the College community. In striving for these goals, the College recognizes the significance of student rights. Student rights include freedom of expression, autonomy, and procedural protection.

Upon registration at Talladega College, a student accepts the responsibility to conform to the Colleges' regulations and policies. The Student Code of Conduct creates an expectation of behavior that the College deems acceptable. Compliance with the Code of Conduct will allow students to enjoy their own rights, while respecting their classmates' rights. The students are subject to disciplinary action by the College upon violation of any part of the Code of Student Conduct. When a student is accused of violating any part of the Code of Student Conduct set forth by the College, it becomes necessary for the judicial body to be available to ensure that the student is not denied his/her constitutional or statutory rights; that the student is not deprived of procedural due process; that the student is not discriminated against because of race, religion, physical disability, national origin, sex, or age; and that the student is not subject to unreasonable or capricious action directed toward him/her.

The College has the responsibility to protect its integrity and to insure that the rights and privileges of the College family, as well as the community at-large, are not violated by the actions of an individual or groups of individuals.

CAMPUS GOVERNANCE

The campus governance structure includes the Board of Trustees, the President, and the Talladega College Judiciary Committee. The Board of Trustees is the policy-making and governing body of the College. The Board provides a mechanism of campus governance through its agent, the President. The President is the chief administrative officer of the College, responsible to the Board of Trustees for the administration of the College. The Judiciary Committee is charged with the responsibility of providing a fair, educational process for accountability of student conduct.

TALLADEGA COLLEGE JUDICIARY COMMITTEE

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to comply with civil laws, as well as, with College regulations. Student conduct that violates these laws and regulations may result in College disciplinary actions.

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are (a) to provide a fair, educational process for accountability of student conduct, (b) to promote the development of individual integrity, and (c) to protect the rights of members of the College community.

1. The Talladega College Judiciary Committee, hereafter referred to as the Judiciary Committee, shall be composed of twenty-four (24) members, which consists of three (3) teams of eight (8) members. Each team will consist of three (3) faculty members elected

- by the faculty, two (2) staff members appointed by the Vice President for Student Affairs, and three (3) students – two (2) appointed by the Student Government Association and one (1) student appointed by the Vice President for Student Affairs.
2. In addition, there shall be two (2) students, three (3) faculty members, and two (2) staff members appointed to serve as alternates on this committee. (Election/appointments is the same as number one).
 3. The Vice President or designee will appoint the chairperson annually.
 4. A quorum for the Judiciary Committee shall consist of six (6) members, three (3) faculty, one (1) staff, and two (2) students.
 5. The Judiciary Committee shall hear cases involving alleged violations of the Student Code of Conduct, which shall be referred to it by the Office of Vice President of Student Affairs. However, this case shall be those in which there is a possibility of suspension or expulsion of the accused student.
 6. The Judicial Affairs investigator and/or the Chief of Police shall make preliminary investigations of charges against the student. The Investigators may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Investigator, subject to approval by the Vice President for Student Affairs. Such disposition shall be final and there shall be no subsequent proceedings.
 7. Cases are referred to the Judiciary Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members, the accused student, witnesses, etc.
 8. Decisions of the Judiciary Committee shall be by majority vote of the closed ballots.
 9. If a student has been found guilty of a city, state or federal law or ordinance, the Judiciary Committee reserves the right to adopt the legal ruling by the courts, and suspend the student's right to a Judiciary Committee Hearing. Any penalties or punishments against the student will be based upon campus policies outlined in the Student Handbook.
 10. Any members of the Judiciary Committee will be disqualified if his/her personal involvement in the case is detrimental to the interest of the accused or the institution.
 11. The Judiciary Committee shall make a tape recording and/or summary transcription of the proceedings.
 12. The hearing and other deliberations of the Judiciary Committee shall be closed, and not open to the public.
 13. The Judiciary Committee shall provide a brief written summary and tapes of each use, along with its written recommendations, to the Office of the Vice President for Student Affairs.
 14. The Vice President for Student Affairs, though not a member of the Judiciary Committee, is charged with the responsibility of notifying the student(s) of the decision(s) of the Committee, enforcing said decision(s), and serving as staff support to the Judiciary Committee.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

The Code of Conduct applies to student organizations and each student enrolled., whether a residence or online student, on campus or off, during or between semester. Talladega College expects students to demonstrate proper respect towards faculty, staff, administrators, and college property. Student shall conduct themselves professionally and demonstrate collegiality towards fellow students.

The Judiciary Committee shall exercise jurisdiction over and may discipline any student referred by the Vice President for Student Affairs for the following violations of the College Code of Conduct, which occur on the College campus, or at College-sponsored activities away from the campus property, or at official functions of the College-chartered organizations.

1. Broadcasting, publishing or circulating defamatory information.
2. Physical abuse, verbal abuse, threats, stalking, intimidation, harassment, sexual misconduct, coercion, and/or other conduct, which threatens or endangers the health or safety of any person (any contact that threatens, harasses or injures another).
3. Unauthorized entry or use of an office, residence hall, building or other College property.
4. Vandalism, malicious destruction, damage, or misuse of public or private property of another person or the College (see President's Executive Order).
5. Theft, misappropriation, unauthorized, or illegal possession of, sale of, or embezzlement of property of another person, or of the College.
6. Charging long distance telephone calls, telegrams/cable or mail-o-grams to any telephone, without expressed authority.
7. Obstruction of public administration, including filing a false report, false alarm, refusing to permit inspection, refusing to aid a police officer or fire control, resisting arrest, hindering prosecution, perjury, tampering, bribing a witness.
8. Recklessly, intentionally, or negligently, causing public disorder and indecency, including harassment, harassing communications, loitering, public intoxication, criminal surveillance ("Peeping Tom"), rioting or inciting to riot or any conduct that is unbecoming to the philosophy of Talladega College (See Talladega College's policy on Sexual Harassment).
9. Gambling, prostitution, obscene behavior, display or distribution of obscene or pornographic material.
10. Illegal manufacture, use, sale, possession/storage of controlled substances (including drug

paraphernalia) on College property, or, at any activity sponsored or approved by the College. This policy applies on buses or in cars sponsored by the College-to-College related or approved functions (See President's Executive Order).

11. Public intoxication or possession of alcoholic beverages/containers or liquor on campus or at College related or approved functions. Disorderly behavior or conduct that is becoming to the philosophy of Talladega College (See President's Executive Order).
12. Failure to comply with an order given by an official who has identified themselves as an official of Talladega College; including failure/refusal to present a valid identification card.
13. Any violation that is an impediment of the Alabama Criminal Code, Title XIV, which is related to firearms offense; including fireworks, explosives, ammunition, knives, and weapons that can be concealed, within Talladega College Police Jurisdiction. **Note: licensed firearms are not permitted on campus.**
14. Hazing – any willful action taken or situation created, either on or off any school, college, university, or other education premises, which recklessly or intentionally endangers the mental or physical health of any student; or any willful act on or off any school, college, university, or bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.
15. Failure to report Hazing –No person shall knowingly permit, encourage, aid, or assist any person in committing the offense or hazing, or willfully acquiesce in the commission of such offense, fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section (Alabama Criminal Code 16-1-23).
16. Misappropriation, misuse, unlawful entry, alteration of academic materials or College documents, including computer related offenses.
17. The unauthorized taking or using of academic materials of another student, faculty or

staff member, including, but not limited to, notebooks, notes, research and term papers, special projects and examinations.

18. Violations of residence hall codes, including inter-room visitation policies and procedures, or cohabitation. Sexual contact is prohibited in all buildings on campus.
19. Refusing to appear before the Judiciary Committee. Providing false and/or misleading information to the Judiciary Committee; committing perjury with the intent to deceive.
20. Disrespect shown toward any administrator, faculty, staff or Police Officer on or off campus.
21. Limiting the security of others or causing a breach of security.
22. Failure or refusal to attend required convocations, hall meetings, and group session/workshops.
23. Criminal impersonation or impersonation of a College official or student
24. Engaging in any conduct, which is a violation of federal, state law, city ordinance, or any officially approved Talladega College policy or regulation.
25. Engaging in conspiracy. A student is prohibited from agreeing with one or more persons to engage in or cause the performance of conduct that is in violation of the Code of Conduct.
26. Occupancy of a room in the residence hall and/or eating in the dining hall if not officially registered.
27. Wearing shirts or other clothing, which display messages or illustrations of a profane nature, sexual connotations, and advertisements, suggestive statements relating to drugs, alcohol, or any illegal substance.
28. Attempts or actual theft of property of the College/property of a member of the College community or other personal/public property.
29. Unauthorized possession, duplication, or use of keys to any of the College premises.
30. Using computing facilities to interfere with normal operation of the College computing system.
31. Using computing system to send abusive or obscene messages.
32. Littering or damage to public grounds of the College, including driving motor vehicles on lawns without prior approval from College officials.
33. Obstructing the free flow of pedestrian or vehicular traffic on the College campus or at a

College sponsored event.

34. All conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the campus.
35. Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.
36. All conduct that is inconsistent with the philosophy and best interest of Talladega College is prohibited.

GRIEVANCE PROCEDURES FOR STUDENTS

Talladega College recognizes conflicts involving students may develop within the College community, which requires prompt judicious resolution. The College provides all students the opportunity to express grievances or complaints without fear of coercion, discrimination or reprisal.

Filing a Grievance/Complaint

Step 1 – The aggrieved student should first attempt to resolve the grievance informally (verbally) by scheduling an appointment and discussing the matter with the person(s) involved.

Step 2 – If the matter is not resolved to the student’s satisfaction, the student should proceed to the formal grievance level by submitting the grievance in writing to the immediate supervisor of the person(s) involved, describing the problem and the suggested solution desired. The immediate supervisor has **five working days** (Monday through Friday) to provide the student with a statement of findings.

Step 3 – If the student is not satisfied with the findings from the second level, he/she may present the grievance in writing and proceed to the next level, the Department Chairperson/Dean, or next level of supervision. This person will have **five working days** (Monday through Friday) to provide the student with an opinion in writing.

Step 4 – If the student is not satisfied with the findings from the third level, then he/she may present the grievance in writing to the next level for review, the appropriate Vice President. The grievance must be presented to the Vice President within **five working days** (Monday through Friday) from the time the opinion was rendered from level three. The Vice President will have **five working days** to provide findings in writing to the student.

Step 5 – If the student is not satisfied with the opinion received from the fourth level of review, he/she may return the grievance in writing to the next level, the Executive Vice President or Provost of the College. The grievance must be written and presented **five working days** from the time the opinion was rendered at level four. The Executive Vice President or Provost will have **five working days** to provide the student with a written opinion.

Step 6 – If the student is not satisfied with the answer at level five, he/she may return the grievance in writing to the **final level**, the President of the College. The grievance must be presented to the President within **five working days** (M-F) from the time of the last opinion. The President has **ten working days** (2 weeks) to render his/her decision. This decision is **final** in the resolution of all grievances.

Definitions:

Disciplinary Warning: Notice of disapproval expressed to student in writing or verbally.

Restrictions: Exclusion from participating in social activities.

Restitution: Reimbursement for damages to or misappropriation of property; this may take the form of appropriate service or other compensation(s).

PROCEDURAL DUE PROCESS IN STUDENT DISCIPLINE

To protect its fundamental legal and moral integrity, the constitutional rights of its students and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases.

Although disciplinary hearings at the College are not legal proceedings, they should be conducted in a fair and judicious manner with the aim of lessening the likelihood of error or prejudice. At hearings of the Judiciary Committee, the student shall be offered all rights of procedural due process, which require that:

1. The student will be informed in writing of the reason(s) for the proposed disciplinary action and given sufficient time to insure the opportunity to prepare for the hearing.
2. The student appearing before the Judiciary Committee will have the right to be assisted his/her defense by a Talladega College advisor of his/her choice. The advisor cannot speak for the accused student; the advisor's participation is limited to advising the student.
3. The burden of proof will rest with the person(s) bringing the charge.
4. The student will be given an opportunity to testify and to present evidence and witnesses.
5. The student will have the opportunity to hear and question adverse witnesses.
6. The student can attend classes until a hearing is held and a decision is made. Exception to this would be when the student's presence would create clear and present danger. In such cases, the Vice President for Student Affairs may impose temporary protection measures including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary measures, if taken, will be without prejudice to the

student.

7. The decision of the Judiciary Committee must be based upon evidence introduced at the proceedings before the Committee or upon documents furnished to the Committee prior to the hearing, and made available to the accused student by the Vice President for Student Affairs, upon request.
8. The Judiciary Committee's proceedings will be recorded (transcript/tape recordings).
9. The decision of the Judiciary Committee shall be final, subject only to a student's right to appeal to the President.

DISCIPLINARY PROCEEDINGS

When a complaint against a student is filed with the Vice President for Student Affairs the Chief of Police shall conduct a preliminary informal investigation to determine if reasonable grounds exist to support or dismiss the charges. Based on the investigation, the case will be referred to the Judiciary Committee.

1. All complaints of alleged violations of the Code of Conduct by a student shall be made in writing to the Office of the Vice President for Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state each regulation, which the student is alleged to have violated.
2. The student(s) will be notified in writing by the Committee chairperson at his/her last known address at least 48 hours, or two class days, prior to the hearing. The notice will include charge(s), name(s) of person(s) making the charge(s), time and place of the hearing.
3. The notice will also inform the student(s) of his/her rights as they relate to procedural due process.
4. The accused student(s) shall be required to appear in person before the Judiciary Committee. If the student(s) cannot appear, he/she shall state in writing the reason(s) for not appearing to the chairperson of the Judiciary Committee within 24 hours before the hearing. If the chairperson agrees that the reason(s) given is (are) sufficient, the hearing may be postponed until a later date. If the chairperson does not agree, the hearing will be held in the student's absence and he/she would have waived his/her rights.
5. The Vice President for Student Affairs will communicate the decision reached at the

hearing in writing to the student within 24 hours after receiving the decision from the chairperson of the Judiciary Committee.

6. The student shall be notified in writing of his right to appeal the Committee's decision to the Vice President for Student Affairs and to the President of the College. In case of appeal, any action assessed by the hearing committee shall be suspended pending the outcome of the appeal. The first appeal should be made to the Vice President of Student Affairs. The final appeal is to the President of the College.
7. The President's decision is final and takes effect immediately.

GROUND FOR APPEAL

The following shall be grounds for appeal of the Judiciary Committee's decision:

- Error is committed during the hearing, which resulted in the accused not receiving a fair and impartial hearing.
- Material and relevant evidence could not be produced at the hearing.
- New evidence relevant to the case is introduced.
- The decision is not supported or justified by the evidence.

CASES INVOLVING CIVIL/CRIMINAL CHARGES

Individuals who engage in unlawful acts are subject to civil liability or criminal prosecution. College officials are prepared to notify individuals of their rights to legal representation. However, the College will not ask for special consideration for the individual because of their affiliation as a student, staff or faculty at the College.

Prosecution in civil or criminal court for an unlawful act, or misconduct, does not necessarily preclude College disciplinary action. The College reserves the right to proceed with disciplinary procedures prior to, simultaneously with, or following any civil or criminal proceeding off-campus.

Talladega College will cooperate fully with criminal law enforcement.

READMISSION OF STUDENTS SUSPENDED FOR DISCIPLINARY REASONS

A student may apply for readmission after the period of suspension or earlier, if he/she feels there is sufficient evidence to cause the College to review his/her case. Readmission of students suspended for disciplinary reasons is based on a review by the Student Affairs Committee of the College Council of the educational and personal history of the student, and the availability of the space in the residence halls and classrooms.

SERVICES FOR STUDENTS WITH DISABILITIES

Talladega College does not discriminate by disability and provides qualified students with disabilities an equal opportunity to participate in the College's programs through appropriate academic adjustments and the provision of auxiliary aids and services. A student with a disability is not required to disclose his/her disability to the College unless he/she wishes to receive reasonable accommodations. All online assessments at the Learning Management Software (My Talladega) have the ability to accommodate the disabilities by providing extra time for assessments and change of screen size if required.

STUDENT ACTIVITIES AND STUDENT CLUBS

Social activity at Talladega College is an integral part of student life and an important aspect of a college education. Participation in extracurricular activities enables students to get to know other students as well as faculty and staff. Activities also provide opportunities for students to develop and to demonstrate leadership skills and special talents. Students at the online graduate programs are encouraged to attend those activities on campus but not mandatory.

Student activities are planned by the College with club leaders. Students are urged to participate in student organizations according to individual interests. To help students maintain a balance between their academic and leisure activities, the college requires a 2.5 academic average for full participation. However, clubs and organizations may require a higher grade point average for officers. Students interested in activities or any student clubs need to contact the Student Affairs Office. Please contact the office of Special Events, Protocol, and Logistics.

HONOR SOCIETIES

Honor societies are open to all Talladega College students who meet the eligibility criteria. Membership in honor societies is by invitation only. Students may contact the Office of Special Events, Protocol, & Logistics, 627 West Battle Street Talladega, Alabama 35160

- Alpha Chi National Honor Society
- Phi Theta Kappa Honor Society

COLLEGE ADMINISTRATION

The Board of Trustees directs the college's annual financial budget and overall academic decisions. The College President is responsible for the overall administration of the college, serving as the campus point of contact for faculty and students. The Provost/Vice President for Academic Affairs oversees the academic units. Vice President of Business and Finance oversees operational matters. Vice President of Student Affairs oversees admissions, campus safety, housing, and student activities. Vice President of Institutional advancement oversees fund raising to alumni affairs. All of these administrators are responsible for implementing college policies. The Division Deans serve as academic leaders of each division.

OFFICERS OF THE TALLADEGA COLLEGE

Dr. Billy C. Hawkins	President
Dr. Lisa E. Long:	Provost/Vice President of Academic Affairs
Mr. Seddrick Hill:	Vice President of Institutional Advancement
Dr. Sharon E. Whittaker-Davis	Vice President of Student Affairs
Mr. Sama A. Mondeh	Vice President of Administration and Finance

Appendix A: Academic Rigor and Guidelines on Course Levels Policy

In alignment with Talladega College's mission to prepare students for the global community by providing academic excellence, we set high standards for student learning in our curriculum. Students participate in various activities to develop, challenge, and prepare them for success in their professions.

Talladega College sets the standard for students by equipping them through instructional and supportive methods and requiring student demonstration of achievement.

Talladega College defines a rigorous curriculum as one that is cognitively challenging and equips students through instructional supportive methods that are inclusive of diverse perspectives in order to provide students with appropriate knowledge as outlined by the college-wide and program learning objectives. Our rigor is maintained by the diversity of courses required by the liberal arts curriculum as well as the depth of study required by majors.

Rigor is characterized by content that is linked to a core disciplinary skill or concept and:

Requires students to complete authentic work using discipline specific methods and applying the knowledge to perform complex problems.

Requires the synthetization of prior knowledge and the development of in depth understanding and the ability to expertly communicate ideas and findings.

The program may demonstrate that it meets these standards through assessment reports, program reviews, and/or standards set by the discipline or external accrediting agencies. At the course level, evidence should include a combination of the following: learning outcomes, course assignments, exams, and/or descriptions of student activities. For both programs and courses, evidence to demonstrate rigor should be selected as appropriate to the discipline.

Departments will be responsible for ensuring the programs and courses meet the Talladega College standards for rigor.

The Provost/Vice President of Academic Affairs will have oversight of the policy.

The faculty of Talladega College established the following general, minimum criteria for course level designations:

100 Level: Courses with no prerequisites, survey courses or courses defining basic concepts and presenting the terminology of a discipline.

200 Level: Courses of intermediate college-level difficulty, courses with 100-level course(s) as prerequisite(s) or survey courses devoted to particular areas or fields within a discipline. Courses at this level require students to develop connections between concepts both within their field and between disciplines.

300 Level: Courses of advanced college-level difficulty taken by majors and upper-division students; these are often considered to be courses in the major. Courses at this level expose students to specialized concepts and techniques central to the discipline.

400 Level: Advanced upper-division courses and/or seminars, tutorials and honors courses for majors and upper division students. Courses at this level require students to synthesize advanced knowledge and master skills in the discipline and/or guide students to independent production and engagement in the craft.

500 Level: Graduate level course. Courses at this level require students to synthesize advanced scholarly knowledge and master skills in the discipline at the graduate level with independent production and engagement in the craft or discipline. More specifically, engagement in research, and/or professional appropriate professional practice and training.

600 Level: Graduate level course. Courses at this level require students to study, master, and synthesize advanced scholarly knowledge and theoretical concepts. More specifically, engagement in research, and/or professional appropriate professional practice and training

Appendix B: Credit Hour Equivalency Guidelines

Talladega College

Office of Academic Affairs

Credit Hour Equivalency Guidelines

Talladega College requires the documentation of credit hours and rigor of an Online or Hybrid course to be equal to that of our face-to-face offerings. The chart below outlines the amount of in-class time needed to be accounted for in online course work, depending on the length of the course and the credit hours of the course. Talladega College bases this definition of credit hours, using the Carnegie Unit system.

The total amount of student time on task for any Talladega College course (campus, online, blended, independent study, etc.) should total 50 hours per credit/contact hour. This breaks down to 150 hours total for a 3-credit course.

The in-class time is accounted for through work that is the type that would be done in a physical classroom during a meeting time.

We do not count assignments that would normally be completed outside of the classroom as in-class time, such as assignments reading assignments, papers, or other projects.

Course Length	Credit Hours	Total Hours Per Week	Total Hours Per Course
4 Weeks	3	37.5	150
5 Weeks	3	30	150
7 Weeks	5	35.7	250
11 Weeks	3	13.7	150
11 Weeks	6	27.2	300
8 Weeks	3	18.75	150

Content Delivery Options

Online Classroom Instructional Activities	Hours
Chat rooms for class or group projects	1 hour chat = 1 hour instruction
Virtual Laboratory and Lab Reports	1 hour of virtual laboratory = 1 instructional hour, or equivalent to length of the exercise 1 lab report post and review with response to classmates posts = ½ hour instruction
Participate in discussion board by creating original post and replying to classmates	Initial post – min. 150 words (requires reading course material and supporting work with information from a credible source) = ½ hour instruction 1 post/reply (requires reading all posts and responding to minimum of 3) = 1 hour instruction
Guided Project	1 hour of instruction per week for duration of project (based on practice for independent studies)
Field trips or tours (includes virtual tours)	Instructor-led 1 hour tour = 1 hour instruction Student(s) without instructor: 1 hour tour and reflection paper = 1 hour instruction
Instructional CDs, PowerPoints, videos	Student reviews and posts response to 1 unit of content = 1 hour instruction
Group Project	1 hour of instruction per week for duration of project
Lecture activity - video, written or audio	Student reviews 1 lecture and submits answers to questions
Reading material not assigned as homework in the syllabus	Reading assignment—complex, highly academic or technical prose, (e.g., advanced scientific textbook, difficult academic prose)

	<p>Est. 5-10 minutes per page</p> <p>Reading assignment—less complex prose (e.g., narrative history, 1000-level textbook) Est. 3-4 minutes per page</p>
Online quizzes	1 hour test = 1 hour of instruction (cannot include final exam)
Portfolio Preparation	Portfolio conferencing with final presentation of completed portfolio = 1 instructional hour, or equivalent to length of the exercise.

Office of Academic Affairs

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